

MADERA COUNTY

DEPUTY CLERK TO THE BOARD OF SUPERVISORS I DEPUTY CLERK TO THE BOARD OF SUPERVISORS II

DEFINITION

Under supervision (Deputy Clerk to the Board of Supervisors I) or general supervision (Deputy Clerk to the Board of Supervisors II), to assist with the scheduling and preparation of the County Board of Supervisors agenda, recording the Board meeting proceedings and actions, and the maintenance of official records and reports of the Board; to answer questions and inquiries concerning the business and actions of the Board of Supervisors; to perform the full range of difficult and complex office assistance and receptionist work; and to do related work as required.

SUPERVISION EXERCISED

Deputy Clerk to the Board of Supervisors I

Exercises no supervision.

Deputy Clerk to the Board of Supervisors II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Deputy Clerk to the Board of Supervisors I--This is the entry level in the Deputy Clerk to the Board of Supervisors class series. Positions at this level usually perform most of the duties required of the positions at the Deputy Clerk to the Board of Supervisors II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Deputy Clerk to the Board of Supervisors II--This is the full journey level in the Deputy Clerk to the Board of Supervisors class series. Positions at this level are distinguished from the Deputy Clerk to the Board of Supervisors I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Deputy Clerk to the Board of Supervisors II level are normally filled by advancement from the Deputy Clerk to the Board of Supervisors I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Deputy Clerk to the Board of Supervisors II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with the scheduling and preparation of the County Board of Supervisors agenda, recording the proceedings and actions of Board meetings, and the maintenance of the official records and reports of the Board; attends meetings of the Board of Supervisors and other bodies, taking and transcribing minutes of proceedings for permanent records; calls roll, reads letters into the record, marks exhibits, and administers oaths to witnesses when necessary; records and maintains records including resolutions, minute orders, and other actions; distributes information concerning Board actions and completed business to the public, other agencies, and County management staff; prepares correspondence; assembles necessary informational material for attachment to Board items; distributes Board agenda to appropriate parties; complies with laws and regulations requiring proper publication and notification for requisite agenda items and actions; maintains current information on individuals serving on the Board of Supervisors appointed boards and commissions; prepares special assignments and provides staff assistance as directed by Board members; receives and answers a variety of public and press inquiries; assists with the establishment and maintenance of record retrieval systems.

OTHER JOB RELATED DUTIES

Directs mail to appropriate County staff; maintains and updates County code and fact publications; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Deputy Clerk to the Board of Supervisors I

Knowledge of:

Comprehensive filing and indexing systems.
Modern office practices, methods, and computer equipment.
Receptionist and telephone techniques.
Principles and practices of letter and report writing.
Fiscal and account record keeping.
English usage, spelling, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.
Type at a speed of 45 words per minute from clear copy.
Take or record accurate minutes of Board proceedings and prepare transcriptions.

Ability to:

Learn functions, procedures, and policies of the County Board of Supervisors.
Learn organization of County government and basic functions of each department.
Learn legal terminology, forms, and procedures related to the meetings and business of the County Board of Supervisors.
Learn to assist with the business and record keeping functions of the Board of Supervisors.
Prepare clear, concise, and accurate records and reports.
Prepare correspondence.
Perform a variety of complex clerical assignments related to the Board of Supervisors functions.
Deal tactfully and courteously with the public, public officials, administrators, and other staff when answering questions, inquiring, and disseminating information about the Board of Supervisor functions, business, and actions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible office assistance experience. Some experience in working with minutes, resolutions, and business activities of an elected government is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or administrative training.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Deputy Clerk to the Board of Supervisors II

In addition to the qualifications for a Deputy Clerk to the Board of Supervisors I:

Knowledge of:

Functions, procedures, and policies of the County Board of Supervisors.
Organization of County government and basic functions of each department.
Legal terminology, forms, and procedures related to the meetings and business of the County Board of Supervisors.

Ability to:

Assist with the business and record keeping functions of the Board of Supervisors.
Perform the full range of complex clerical and administrative assistance assignments related to the Board of Supervisors functions.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of office assistance experience working with minutes, resolutions, and business activities of an elected government comparable to that of a Deputy Clerk to the Board of Supervisors I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial or administrative training.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995